



Seat No. _____

H-001-2024001

B. S. W. (Sem. IV) (W.E.F. 2019) Examination

April - 2023

Communication Skills - 4

Faculty Code : 001

Subject Code : 2024001

Time : $2\frac{1}{2}$ Hours / Total Marks : 70

1 Give definition of the term attitude. Which are the factors responsible for shaping attitude ? **14**

OR

1 Explain the types of attitude. **14**

2 Draft a notice with agenda for the meeting of Section Managers of the company. **14**

OR

2 Write an application for the post of a computer lab assistant with CV. **14**

3 Read the following paragraph and answer the questions given below : **14**

Forest fires are terrifying and most of the time, destructive. A tiny mishap could trigger a huge fire. Such fires kill trees and other plants, even burning roots underground. People and animals caught in the fires may be killed by smoke. Firefighters do not try to stop large forest fires. Instead, they control a fire from spreading too far. The fire would eventually burn itself out. A blackened wasteland is what remains in the end.

Places with regular occurrences of such fires are Australia and California, especially during droughts. Most fires are a result of human accidents, for instance, the reckless disposal of cigarette butts. Lightning strikes can also spark a forest fire.

Hot summer weather dries out plants. Dry vegetation is more prone to catching fire. However, the burning is part of a natural cycle. It clears land and makes room for new plants and trees to grow better.

Forest fires are very dangerous. Often, people are killed by smoke because they are unable to see amidst the flames and are not able to run to safety in time. Houses that are made from wood easily catch fire and get partially or completely destroyed. It would be worse when houses are built very close to one another. Fire can spread easily from one house to another.

Portable weather stations in the forest keep watch on temperature and humidity during the fire season. Some countries depend on them as the risk of fire is highest when it is very hot and dry. Scientists use computers to work out how a fire will spread once it has started so that citizens and officials know how to deal with it.

Even with these technological advances, nothing beats being fully prepared for an emergency. Citizens in fire-prone areas should be well-prepared to anticipate such disasters by having their own safety and evacuation measures. They must be well-equipped to protect themselves. They need to have cotton or wool clothing, gloves, goggles and a helmet. They can use water and wet blankets to beat out flames. They also need to practice putting out small fires.

The best way to stop a fire is to prevent it from starting. Fires can get out of hand, so let us all work together to avoid causing unnecessary damage to properties and lives.

- (1) Why do firefighters not put out forest fires ? What do they do instead ?
- (2) Which word in paragraph 1 has the same meaning as 'accident' ?
- (3) When do forest fires usually occur and why?
- (4) How can these fires be useful ?
- (5) In what way does smoke kill people ?
- (6) Referring to paragraph 4, what type of houses would be safer in a fire-prone area and how should they be built ?
- (7) In what way do some countries keep track of the situation in the forest during the fire season ?

4 Change the following sentences into indirect speech : **14**

- (1) She said to her friend, "I know where is the book".
- (2) Sheetal said, 'I saw him at the bank on Monday.'
- (3) Jay said, 'Will you come to my party on Saturday ?'
- (4) Rakesh said to me, 'May I borrow your pen ?'
- (5) The driver said, 'I am going to turn right at the traffic lights'.
- (6) The emperor said, 'Alas! Our foes are too strong!'
- (7) I said to the child, 'Do not look down into the well.'
- (8) The candidate said, 'How difficult the problem is!'
- (9) The judge said, 'Call the witness.'
- (10) The old woman said to the boy, 'Please help me'.
- (11) Radha said to him, 'Why don't you go today?'
- (12) He said, 'His dog died in the night'.
- (13) 'It is too late to go out,' Akash said.
- (14) The Policemen said to us, 'Where are you going ?'

5 Write short note on the following : (any **two**) **14**

- (1) Influence of attitude.
 - (2) Self-development and communication.
 - (3) How to develop positive attitude ?
 - (4) Format of Minutes.
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